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MINUTES

MEDICAL STAFF CAREER SERVICE BOARD MEETING  
Wednesday, 4 May 1960

Present: C/MS - Chairman . . . . . Dr. Tietjen  
DC/MS - Voting Member . . . . . Dr. [REDACTED]  
C/OD - Voting Member . . . . . Dr. [REDACTED]  
C/CD - Voting Member . . . . . Dr. [REDACTED]  
Personnel Placement Officer . . . . . Mr. [REDACTED]  
C/SD - Executive Secretary . . . . . Mr. [REDACTED]  
Secretary to C/MS - Recording Secretary . . . . . Miss [REDACTED]

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1. Minutes of Previous Meeting

The Minutes of the Medical Staff Career Service Board Meeting of 25 February 1960 were approved by the Members as written.

2. Career Staff Applications

a. The Board Members unanimously approved the Executive Secretary's recommendation that the Career Staff Application of [REDACTED] GS-14, Medical Officer, be forwarded to the CIA Selection Board as a Type "A" application.

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b. The Career Staff Application of [REDACTED] will not be processed in view of his stated intention to resign from the Agency.

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3. Review of Fitness Reports

a. The Executive Secretary cited the Fitness Reports on the following personnel as containing outstanding evaluations:

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[REDACTED] GS-15, Clinical Psychologist  
[REDACTED] GS-14, Psychiatrist  
[REDACTED] -11, Medical Service Officer  
[REDACTED] Medical Technician  
[REDACTED] S-5, Clerk-Typist

b. Fitness Reports on the following personnel, as well as those listed above, are available for the review of the Board Members:

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[REDACTED] GS-13, Medical Officer  
[REDACTED] GS-12, Medical Service Officer  
[REDACTED] ., GS-10, Medical Service Officer  
[REDACTED] S-7, Psychometrist  
[REDACTED] o, GS-5, Secretary-Stenographer  
[REDACTED] a, GS-5, Clerk-Typist  
[REDACTED] S-4, Clerk-Typist

666 6 REV DATE 20 1961  
ORIG COMP - CFI 37 TYPE 01  
ORIG CLASS 4  
JUST 22 NEXT REV 2011 AUTH: HR 10-2

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GS-4, Clerk-Typist  
GS-4, Clerk-Typist

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c. The Fitness Report on Dr. [REDACTED] contains a recommendation from C/PS for his promotion to GS-15. C/MS asked that the Fitness Report not be used as a means of recommending promotions but that such recommendations be submitted as separate actions.

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d. The dispatch from [REDACTED] forwarding Mr. [REDACTED] Fitness Report reminded the Medical Staff Career Service Board that his promotion is to be considered during the next Competitive Evaluation of GS-10 Medical Staff personnel.

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e. C/PS noted on [REDACTED] Fitness Report that the position of Psychometrist should be considered for upgrading; however, the Executive Secretary stated he understands C/PS intends to submit a separate request for such action.

#### 4. Review of Training Evaluation Reports

C/OD reviewed Training Evaluation Reports on the following personnel:

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[REDACTED], GS-11, Administrative Officer, for his completion of the Cost Principles Course; and

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[REDACTED] GS-4, Clerk, who did not qualify in typing on the Clerical Skills Qualification Test.

#### 5. Periodic Step Increases

The following personnel will receive Periodic Step Increases in the near future:

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[REDACTED]  
-13, Clinical Psychologist  
GS-11, Administrative Officer  
GS-8, Head Nurse  
GS-7, Staff Nurse  
GS-4, Clerk-Typist  
GS-3, Clerk  
GS-3, Clerk

#### 6. Review of Field Reassignment Questionnaire

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The request of [REDACTED] GS-11, Medical Service Officer, as contained within his Field Reassignment Questionnaire, for extension of his current tour of duty from August 1960 to August 1961, has been approved.

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7. Recommendations for Promotion

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a. [REDACTED] GS-11, Medical Service Officer. The Executive Secretary reviewed a request from Dr. [REDACTED] for the promotion of Mr. [REDACTED] to GS-12 and a very fine Fitness Report which was attached in support of the request. At the last Competitive Evaluation of GS-11 personnel, Mr. [REDACTED] was ranked equally with another person for No. 3 on the list; since that time, the person ranked No. 1 has been promoted and Mr. [REDACTED] is now tied for second position. In view of this, the Executive Secretary recommended consideration of the promotion be deferred until another Competitive Evaluation of GS-11 personnel is accomplished. DC/MS pointed out that the position now held by Mr. [REDACTED] is graded GS-11 and recommended the field be made aware of this fact so that consideration might be given to upgrading the position. C/MS concurred in this recommendation and requested the Executive Secretary to prepare a dispatch to this effect which will be forwarded through command channels.

b. At this time, the Board was requested by C/MS to comment on the Competitive Evaluation Panel, its membership and effectiveness. It was pointed out that there have been very few instances in which the Board was in disagreement with the Panel's rankings. C/OD and C/CD felt that it would be well to have as members of the Panel those Staff Members who have had the majority of the technician-administrative personnel under their supervision at one time or another so that the rankings would be performed on the basis of personal observation rather than limited to a paper review. In this context, C/OD suggested the Panel be composed of C/CD, C/SD, and C/OD; however, C/MS pointed out there would be little need for the Panel if it were composed of most of the Members of the Career Service Board. C/MS added that he would prefer to have C/OD and C/CD as Members of the Career Service Board and stated the Board is not required to accept all the rankings submitted by the Panel. Having accepted C/MS' statements, the Board voted to retain the Panel as it is presently constituted.

In answer to C/MS' query, the Executive Secretary stated a procedure for accomplishing the evaluations is established by CIA Notice and the rankings are to take place during the quarter following the receipt of Fitness Reports.

C/MS asked the Executive Secretary to extend to the Panel Members the Board's appreciation for their evaluations and to inform them the Members of the Board will be glad to meet with the Panel at any time, if such is felt necessary.

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c. [REDACTED] GS-8, Medical Technician. The Executive Secretary reviewed a request from the Chief Technician for promotion of Mr. [REDACTED] to GS-9; this request was endorsed by C/CD. At the last Competitive Evaluation of GS-8 personnel, Mr. [REDACTED] was ranked No. 7 of 9 individuals; however, since that time, three persons have been promoted and another is to be considered shortly. Therefore, Mr. [REDACTED] the other will not

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is now ranked No. 3. In view of today's discussion, C/CD requested the promotion be tabled pending an indication of Mr. [REDACTED]'s performance from his new supervisor.

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d. [REDACTED], GS-6, Medical Technician. For the information of the Members, the Executive Secretary announced Mr. [REDACTED] was promoted to GS-7 prior to his departure for temporary assignment with [REDACTED]

8. Assignments

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a. Medical Service Officer (Chief Technician), GS-10, Clinical Division. [REDACTED] GS-11, Medical Service Officer, has been assigned to the position of Chief Technician. Mr. [REDACTED] had previously been approved for assignment to [REDACTED], which assignment has been cancelled.

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b. Medical Technician, GS-9, [REDACTED] The Board Members unanimously approved C/MS' recommendation for the assignment of [REDACTED] GS-6, Medical Technician, to [REDACTED]

9. Request for Extension

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The Executive Secretary recommended approval of the request from [REDACTED], GS-13, Medical Officer, for extension of his tour of duty at [REDACTED] from September 1960 to September 1961. The Board Members concurred in this recommendation.

10. Request for Training

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The Executive Secretary reminded the Members that the Board had approved the request of [REDACTED], GS-9, Medical Technician (Supply), for external training in order to obtain his degree in Pharmacy. When originally approved, the Members felt that in providing a summer session of schooling for Mr. [REDACTED], both his interests and those of the Agency would be served. However, upon investigation, it has been determined he will require full-time attendance from June 1960 to Fall 1961 in order to obtain his degree. Mr. [REDACTED] accordingly, has been informed by cable that the external training has been disapproved and he will be assigned to Headquarters on return from assignment at [REDACTED]

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Distribution:

- Orig - C/MS
- 1 - DC/MS
- 1 - C/OD
- 1 - C/CD
- 1 - C/PS
- 1 - C/SD

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